

DUTY STATEMENT

Class Title: Staff Services Analyst	Position Number: 804-491-5157-XXX
Unit: AIDS Drug Assistance Program (ADAP) Unit	
Section: ADAP Section	
Branch: HIV Care Branch	
Division: Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Staff Services Analyst (SSA) performs assignments in the fiscal coordination of the approximately \$270 million budget of the statewide AIDS Drug Assistance Program (ADAP); works with ADAP staff to ensure the fiscal integrity of the ADAP Special Rebate Fund, including calculating rebates owed by drug manufacturers, collecting revenue, and tracking revenue in the Special Rebate Fund account; monitors expenditures of approximately 63 Administrative Expenditures Standard Agreements with local health jurisdictions; reviews and approves quarterly invoices for payment as appropriate; monitors, on a monthly basis, the status of 100-150 ADAP clients' Medi-Cal applications using Medi-Cal's database (MEDS); instructs the Pharmacy Benefits Manager (PBM) contractor to extend or deny these clients' ADAP eligibility as appropriate; and works in conjunction with the Pharmaceutical Consultant II (PC II) to schedule drug discount negotiations and develop written formal agreements between ADAP and the pharmaceutical manufacturers with products on ADAP's formulary.

Supervision Received: Direct supervision from the Staff Services Manager I, Chief of the ADAP Unit.

Supervision Exercised: None

Description of Duties: The SSA participates in rebate revenue analyses, including projections of revenue due; prepares fiscal reports; maintains electronic and hardcopy revenue records; serves on the Joint Data Policy Committee, ADAP Budget Committee, and Rebate Committee; participates in the creation and maintenance of electronic databases and spreadsheet systems to track fiscal rebate documents; prepares rebate status reports; maintains a working knowledge about other health programs such as Medi-Cal and third party payors using the MEDS system; provides technical guidance to drug manufacturers and state staff regarding fiscal and other programmatic policies; and participates in the development and dissemination of rebate policies and procedures, performance standards, and operating guidelines.

Percent of Time

Essential Functions

40%

Ensures that pharmaceutical companies owing ADAP rebates are appropriately billed, and amounts due are collected and deposited into the ADAP Special Rebate Fund; takes and/or develops corrective actions regarding billing discrepancies independently and/or in collaboration with ADAP staff, the research staff in the HIV/AIDS Epidemiology Branch, and the Health Program Specialist I (HPS I) in the HIV Care Branch; provides technical support to the HPS I and research staff regarding the drug rebate program; generates data used to analyze rebate collection trends; develops rebate income reports and other documents for budget committees, drills, and management staff; serves on the Joint Data Policy Committee, ADAP Budget Committee, and Rebate Committee; and develops and modifies, as needed,

accounting and fiscal projection systems to track rebate revenue collection, calculate rebates owed, collect rebate revenue, and reconcile revenue in the Special Rebate Fund account with CORES.

- 20% Monitors expenditures from approximately 63 Standard Agreements with local health jurisdictions for administrative reimbursement totaling approximately \$1 million; monitors funding allocations, reviews and approves quarterly invoices, and tracks expenditures; works directly with local health jurisdictions and responds to contract and invoice inquiries; and maintains appropriate files.
- 15% Assists in ensuring that ADAP is the payer of last resort, as federally required; monitors and updates the status of 100-150 ADAP clients' Medi-Cal applications on a monthly basis using MEDS; develops and modifies, as needed, client notification forms about ADAP eligibility status; updates the statewide PBM contractor and program staff about the status of clients' pending Medi-Cal eligibility approval, and instructs the PBM to terminate or extend ADAP eligibility as appropriate; and prepares status reports for the PBM contractor and program staff.
- 15% Works closely with the Division's PC II in scheduling drug discount negotiations and develops written agreements between ADAP and the pharmaceutical manufacturers offering additional rebates on products on the ADAP drug formulary.

Percent of Time**Marginal Functions**

- 5% Assists ADAP staff in responding to information requests for auditors, legislative staff, executive staff, and constituents; develops *ad hoc* rebate reports, fiscal projections, and other reports as needed; and prepares program administrative letters and/or management memoranda concerning changes and/or additions to the ADAP drug formulary, data requirements, or program requirements.
- 5% Maintains resource and reference items; submits update requests for the Office of AIDS' intranet site; and assists in other activities, duties, and responsibilities, as required.

Employee's signature

Date

Supervisor's signature

Date